



# Department of Defense INSTRUCTION

NUMBER 1205.19

April 3, 1995

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USD(P&R)

SUBJECT: Procedures for Transfer of Members Between Reserve and Regular Components of the Military Services

References: (a) [DoD Directive 1205.5](#), "Transfer of Members Between Reserve and Regular Components of the Military Services," April 10, 1995  
(b) Sections 451 and 454 of title 50, Appendix, United States Code  
(c) [DoD Directive 1300.4](#), "Inter-service Transfer of Commissioned Officers," April 2, 1984  
(d) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," January 17, 1994  
(e) DoD Instruction 1336.5, "Automated Extracts of Active Duty Personnel Records," August 17, 1993  
(f) [DoD 8910.1-M](#), "DoD Procedures for Management of Information Requirements," November 1986, authorized by [DoD Directive 8910.1](#), June 11, 1993

## 1. PURPOSE

This Instruction implements policy, assigns responsibilities, prescribes procedures, and establishes requirements for the transfer of Service members between Reserve and Regular components of the Military Services under reference (a).

## 2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD) and the Military Departments. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the U.S. Coast Guard by agreement with

the Department of Transportation, when it is not operating as a Military Service in the Navy.

2.2. Applies to all military personnel other than retired personnel.

2.3. Does not apply to members of the Army National Guard or the Air National Guard who are ordered to or relieved from active duty. Sections 451 and 454 of title 50, Appendix, United States Code (reference (b)) apply in such cases.

### 3. POLICY

It is DoD policy under DoD Directive 1205.5 (reference (a)) and DoD Directive 1300.4 (reference (c)) to provide guidance for the transfer of Service members between the Reserve and Regular components of the Military Services.

### 4. RESPONSIBILITIES

4.1. The Under Secretary of Defense for Personnel and Readiness, consistent with (reference (a)), shall:

4.1.1. Provide overall policy guidance on the transfer of Service members between Reserve and Regular components in the Military Services.

4.1.2. Ensure that the Director, Defense Manpower Data Center (DMDC), provides monthly reports based upon extracts from DoD Instruction 7730.54 (reference (d)) and DoD Instruction 1336.5 (reference (e)).

4.2. The Secretaries of the Military Departments shall implement this Instruction.

### 5. PROCEDURES

5.1. The DD Form 368, "REQUEST FOR CONDITIONAL RELEASE," (enclosure 1) shall be used in all cases involving inter-Service transfers and may be used for intra-Service transfers.

5.2. Section I of DD Form 368 shall be completed by an appropriate authority of the requesting Service or component and forwarded to the member's current Service or component for action.

5.3. The DD Form 368 shall not be used to enroll a member of a Reserve component into the Delayed Entry Program of a regular component.

5.4. The member's Service or component shall respond to the requesting Service or component within 30 days of receipt of the DD Form 368. The requesting Service or component shall not enlist or appoint the member without the approval of the losing Service or component.

5.5. The member's current Service or component shall complete Section II of DD Form 368. All transition benefits that result in an additional service obligation that cannot be waived shall be documented in Section IV. Justification of disapproval shall be documented in Section IV of DD Form 368.

5.6. Upon receipt of an approved Section II, the gaining Service or component may process the member for enlistment or appointment. The gaining Service or component shall certify by completing Section III that the member has been enlisted or appointed, and the appropriate change in strength has been reported. The completed DD Form 368 with a copy of the oath shall be returned to the losing Service or component within 10 working days of the administration of the oath.

5.7. If the requesting Service or component does not enlist or appoint the member, Section IV shall be completed with an explanation and returned to the member's current Service or component not later than the expiration date of approval indicated in Section II.

5.8. The losing Service or component shall process the member for separation and report the appropriate change in strength upon receipt of the completed DD Form 368 and documentation of the Oath of Office.

5.9. Strength Accounting Requirements. The DMDC shall produce an automated match report from the Reserve Components Common Personnel Data System (RCCPDS) (reference (d)) and the Automated Extracts of Active Duty Military Personnel Records under DoD Instruction 1336.5 (reference (e)) and provide such report to each component of the Military Services on a monthly basis. Upon receipt of this report indicating the dual affiliation of a member, the gaining Service or component shall resolve the duplication with the losing Service or component. The losing Service or component may use the match report as verification that the member has been enlisted or appointed in another Service or component. Both Services or components shall ensure proper strength accounting changes are entered into their

automated personnel system within two reporting procedures.

#### 5.10. Verification Procedure

##### 5.10.1. Military Entrance Processing Command (MEPCOM) Activities.

Services and components shall request MEPCOM to make a file check on all applicants to establish if a member has a current enlistment or appointment in other Services. Gaining Service or components who have access to MEPCOM shall verify status of applicant via the Joint Computer Center - DMDC file check process.


5.10.2. Non-MEPCOM Activities. Components without access to MEPCOM shall verify the status of an applicant by matching applicant data with the DMDC Reenlistment Eligibility System. Requests for access to this system should be addressed to: Defense Manpower Data Center (Attention: Manager, Recruit System) 99 Pacific Street, Suite 155A Monterey, CA, 93940-3231.

### 6. INFORMATION REQUIREMENTS

The report described at paragraphs 4.1.2. and 5.9., above, is exempt from licensing in accordance with paragraph 5.4.2. of DoD 8910.1-M (reference (f)).

### 7. EFFECTIVE DATE

This Instruction is effective immediately.



Edwin Dorn  
Under Secretary of Defense for  
Personnel and Readiness

Enclosures - 1

E1. DD Form 368, "Request for Conditional Release"

## E1. ENCLOSURE 1

## DD FORM 368, "REQUEST FOR CONDITIONAL RELEASE"

REQUEST FOR CONDITIONAL RELEASE				
(Read Privacy Act Statement and Instructions on back before completing this form.)				
<b>SECTION I - REQUEST FOR RELEASE</b>				
<b>1. SERVICE MEMBER DATA</b>				
a. NAME (Last, First, Middle Initial)	b. PAY GRADE	c. SSN	d. SERVICE COMPONENT	
Doe, John A.	E-4	143-30-4224	USAR	
e. CURRENT UNIT COMMAND	f. ADDRESS			
4A USAR TRNG CTR	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
	1750 Yankee Doodle Rd	Eagan	MN	55121
<b>2. RECRUITING OFFICE ADDRESS</b>				
a. STREET	b. CITY	c. STATE	d. ZIP CODE	
USMC Recruiting Office 4006 Main Street	Eagan	MN	55121	
<b>3. ACKNOWLEDGEMENT OF SERVICE MEMBER</b>				
a. I request a conditional release to proceed for entrance into another component of the Military Service. If I am a member of the National Guard or Reserve, I understand that I must attend all scheduled training until such time as I am enlisted or appointed into another Service. I also understand that I am to keep my current commander informed of any change in my status.				
b. OFFICER MEMBER ONLY. I hereby tender my resignation from the _____ (losing component); request that it be accepted contingent upon actual appointment or enlistment in the _____ (gaining component), and be effective the day preceding the date of my acceptance of appointment or enlistment.				
c. ENLISTED MEMBER ONLY. I understand I will be discharged from my current status effective the day preceding the date of my enlistment or appointment.				
d. MEMBER SIGNATURE				e. DATE SIGNED
John A. Doe				15 Nov 94
<b>4. RECRUITER REQUEST FOR CONDITIONAL RELEASE</b>				
a. Request conditional release to enlist/appoint member into the _____ (Service/Component).				
b. NAME OF RECRUITER (Last, First, Middle Initial)		c. SIGNATURE	d. DATE SIGNED	
Ferra, Andrew J.		Andrew J. Ferra	15 Nov, 94	
e. TITLE				
Gunnery Sgt.				
<b>SECTION II - APPROVAL/DISAPPROVAL</b>				
5. (X as applicable)				
X	a. APPROVED. Individual is recommended and conditional release is granted. The release is valid until 15 March 95			
	b. DISAPPROVED. Release is not granted. (Explain in "Remarks.")			
<b>6. AUTHORIZING OFFICIAL</b>				
a. NAME (Last, First, Middle Initial)		b. TITLE		
Winston, George M.		Colonel, USAR		
c. TELEPHONE NUMBER (include area code)	d. ADDRESS			
504-614-2330	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
	1750 Yankee Doodle Rd.	Eagan	MN	55121
e. SIGNATURE				f. DATE SIGNED
George M. Winston				25 Dec 94
<b>SECTION III - NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION</b>				
7. The member was administered the oath of enlistment or appointment into _____ USMCR				
THIS FORM AND A COPY OF THE OATH MUST BE RETURNED TO THE ADDRESS IN ITEM 6.d. TO EFFECT THE MEMBER'S DISCHARGE OR WITHDRAWAL OF FEDERAL RECOGNITION.				
<b>8. CERTIFYING OFFICIAL</b>				
a. NAME (Last, First, Middle Initial)	b. TITLE	c. UNIT/COMMAND		
Rudiard, William C.	Major, USMCR	HQUSMC		
d. TELEPHONE NUMBER (include area code)	e. ADDRESS			
703-535-4978	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
	2 Navy Annex	Washington	DC	20003-3000
f. SIGNATURE				g. DATE SIGNED
William C. Rudiard				15 Feb 95

DD FORM 368, NOV 94

PREVIOUS EDITION IS OBSOLETE.

SECTION IV - REMARKS	
S  A  M	
<p style="text-align: center;"><u>PRIVACY ACT STATEMENT</u></p> <p><b>AUTHORITY:</b> Title 10 USC Sec 261, 269, 271, 512, 516, 595, 651, 716, 1005, 3013, 8013, 12105, 12106, 12107, and 12213; Title 32 USC Sec 323 and Title 50 USC App 454.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To obtain clearance from one component and discharge upon entry into another component of the Military Services.</p> <p><b>ROUTINE USE(S):</b> None.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to furnish information will result in delay or denial of release from current component.</p>	
<p style="text-align: center;"><u>INSTRUCTIONS</u></p> <p><b>GENERAL INSTRUCTIONS.</b></p> <p>When this form is not computer generated, use typewriter or dark ink for all entries. Enter all dates in YYMMDD format. Use full street address, city, state and ZIP code for addresses. Use last name, first name, and middle initial format. Use short title Service/Component names: USA, ARNGUS, USAR, USN, USNR, USMC, USMCR, USAF, ANGUS, USAFR, USCG, USCGR.</p> <p><b>SECTION I.</b> Completed by recruiter and applicant.</p> <p>Item 1. Enter applicant's name, pay grade, Social Security Number, current Service/Component, and current unit/command address.</p> <p>Item 2. Enter recruiter's office address, if applicable.</p> <p>Item 3. For item 3.b., complete the name of the gaining and losing components. Member signs and dates appropriate blocks.</p> <p>Item 4. Recruiter, if applicable, completes 4.a. through 4.e. and sends this document to the address in Item 1.e.</p> <p><b>SECTION II.</b> Completed by applicant's unit commander or designated representative within 30 days of receipt.</p> <p>Item 5. If block 5.a. is marked, enter the ending date of this conditional release. If block 5.b. is marked, indicate in Section IV, "Remarks," the reason for disapproval and return to the originator not later than the expiration date in Item 5.a.</p> <p>Item 6. Enter name, title, signature and date for authorizing official. Indicate in Items 6.c. and d. the address and telephone number for returning completed Section III. Send completed Section II to the address in Item 2.</p> <p><b>SECTION III.</b> Completed by enlisting/appointing official within 10 days of enlistment or appointment.</p> <p>Item 7. Indicate service to which applicant was enlisted/appointed.</p> <p>Item 8. Completed by individual certifying enlistment/appointment action. Certifying official ensures a copy of the completed DD Form 368 and a copy of the oath are mailed to the address in Item 6.d.</p> <p><b>SECTION IV - REMARKS.</b></p> <p>Use as necessary. Reference each item on the form to which the remark pertains. (For example: "Item 5.b. Disapproved for the following reason: .....")</p>	

DD FORM 368 NOV 94 (BACK)